



Tillamook Urban Renewal Agency
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TURA Meeting
Thursday, April 22nd, 2010
5:30 P.M.

Board Members present:

Chairman Don Hurd, Vice-Chair Suzanne Weber, Carolyn Decker; Alene Allen, Joe Martin

Board Members absent:

Sean Lambert - excused

Staff Present:

Mark Gervasi: City Manager; Debbi Reeves: Administrative Assistant

Guests/Public:

None

Chairman Don Hurd called the meeting to order at 5:30 P.M. **Reeves** called the roll of the board members.

Hurd asked for approval of the minutes of the April 8th, 2010 meeting and if there were any corrections or additions.

- **Weber** made a motion to approve the minutes of the April 8th, 2010 meeting as printed. Decker seconded the motion. Ayes were received by **Hurd, Weber, Decker, Allen** and **Martin**. The motion carried passed unanimously by all members seated.

Hurd asked for approval of the list of bills for \$6,749.16 as presented. **Gervasi** explained the large bill for the final audit for fiscal year ending June 30th, 2009.

- **Weber** made a motion to accept the list of bills and have them paid. The motion was seconded by **Decker**. Ayes were received by all members present and the motion passed unanimously.

Hurd brought up the financial audit report for fiscal year end June 30th, 2009 and asked for a motion to accept the audit. **Gervasi** went over the audit and explained what is included in the audit. He noted the reference in the audit regarding the publications and explained. Due diligence was done by he and **Reeves** to publish the budget notice in the local newspaper two times as required by law, the Headlight Herald newspaper acknowledged receipt of the request to publish twice yet they only published the notice one time.

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- **Decker** made a motion accept the audit for fiscal year ending June 30th, 2009. **Hurd** seconded the motion. Ayes received by **Hurd, Weber, Allen, Martin** and **Decker**. The motion passed unanimously.

There was no one in the audience.

Hurd asked to discuss the board vacancy and asked if any applications had been received. **Reeves** stated no new applications had been received but there had been three on file from last year. She went over the applicants of which two are on the Planning Commission. The board discussed the applicants and the board vacancy. **Weber** noted that none of the applicants have shown an interest by attending the TURA meetings since they applied. She asked if these applicants had applied for the TURA board specifically and **Reeves** said they had filed out a volunteer application for the TURA. **Hurd** would like the board members to speak with people and recruit someone and to not rush into filing the vacancy at this time.

Decker mentioned **Betty Rolston** has been attending the Streetscapes meetings and wondered if she needed to fill out a volunteer application. **Rolston** is interested in being appointed to that committee. **Weber** noted none of the other committee members had filed out an application. **Decker** requested **Hurd** to appoint **Rolston** to the Streetscapes committee in place of **Ken Phillips** who has not been able to attend the meetings. **Hurd** appointed **Rolston** to the committee and asked **Reeves** to send her a letter of this and to send a letter to **Phillips** advising him he is no longer on the committee.

The next item of discussion on the agenda was the **Beal's Building** inspection. An email had been received by **Andy Stricker** to offer inspection services. **Hurd** asked the board what they would like **Stricker** to do. **Gervasi** explained **Stricker** mentioned to him he could not do a full electrical inspection. The board discussed the electrical issue. **Gervasi** thought a **Stricker** could make a recommendation for an electrical inspection. **Hurd** would like a motion to give **Gervasi** the authority to contact **Stricker** for an inspection. **Decker** asked why TURA wants the building inspected. **Hurd** explained TURA would need to know the shape of the building before committing any funds to any project for the building. **Weber** mentioned she is concerned with the windows on the second floor that could be a potential safety hazard. **Martin** mentioned he had seen someone over at the building with a mask on possibly spraying for insects. **Hurd** stated the building owner, **Marilyn Saito** has signed a letter to allow an inspection of the property. **Gervasi** said the TURA needs to know what they might be getting into regarding the building. **Decker** asked about the taxes of the building. **Gervais** will find out. There was a discussion about the building and what needs to be inspected.

- **Weber** made a motion to approve the proposal for the scope of work which provides site visits and inspections plus a report regarding the present condition of the **Beal's Building**, the practicality of upgrading the building, including all utilities and the structure to current codes with a report including a rough idea of the type of construction that would be required to approve this building to **Andy**

Stricker for the amount of \$2,000. The motion was seconded by **Hurd**. **Hurd** asked if there was any time frame for completion of the inspection. Site visits and timing was discussed. **Hurd** called for the vote. Ayes were received by **Hurd**, **Weber**, **Decker**, **Allen** and **Martin**. The motion passed unanimously.

Hurd showed the brochure template that was presented to the board last year and explained why he would like to have brochures printed and would also like to have at least one meeting a month video taped in order to get the TURA into the public eye. The board discussed public interest.

- **Hurd** made a motion to approve the printing of 1000 brochures for \$250 to **Bell's Office Machines**. **Allen** seconded the motion. The board discussed updated photos. **Reeves** will do a new template for approval before printing. Ayes were received by all members present and the motion passed unanimously.

Hurd asked which meeting would be the best for video taping. This was discussed. **Hurd** would like **Jane Scott** contacted to see if she would be able to tape the May 27th meeting. **Hurd** and **Decker** thought the Streetscapes, 3rd Street Project and 1st Street Parking Lot would be of high public interest.

Hurd explained the different loan and grant projects the TURA has done so far and what financing has been set up. At this time the **Janac** grant of \$48,000 has not been set up on a payment plan, the **Janac** loan for \$58,720 has not been set up and the upcoming \$164,000 for the 3rd Street Project will need to be set up. He would like the board to decide how to handle the financing on these projects. Janac will be repaying the loan on a 10 year contract. **Hurd** mentioned **Janac** told him he would not take 10 years to repay and would payoff early. **Reeves** explained the contact service companies she has received proposals from for servicing this loan.

- **Hurd** made a motion to instruct **Reeves** to contract with **Guardian Contract Services** to receive and monitor the interest and principal of the **Janac** loan contract. The motion was seconded by **Weber**. Ayes were received by all member seated and carried unanimously.

Hurd and **Weber** will go to **TLC Credit Union** and speak with **Dianne Burkhart** regarding the grant and loan financing.

Hurd went over a list of ideas of projects that could come before the TURA in the future. He explained his ideas and the current projects happening. **Gervasi** explained what is happening with the parking lot on 1st Street. **Street Department Supervisor Jon Willims**, **Public Works Director Arley Sullivan** and **Gervasi** will be meeting with **Clay Cook** of **SC Paving** on April 27th. **Cook** is contracted with the City for paving at this time and will be looking at the possibility of paving and putting in storm drain on the gravel parking lot. Landscaping would be contracted out. The ODOT project for Hwy101/US6 was discussed. **Hurd** thought the TURA would play an important part in that project. He mentioned **Senator Betsy Johnson** had brought up a parking structure to him at one time. He will discuss this further with her. A Senior Citizen

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Center was discussed and possible location. Residential improvements within the district were discussed. **Gervasi** will contact **Harvey Rogers** about bonds and revenue bonds. **Reeves** has contacted **Kurt Olsen, LCURA**. **Allen** asked about the architect hired for the parking lot design and **Gervasi** noted we have asked him to send the designs to the TURA. Final payment for his services is included in the current list of bills. The parking lot and parking structures were discussed. **Allen** also asked about grant money for seniors and **Gervasi** spoke about the block grant program. **John Sandusky** and **Melanie Olson** would be good for TURA to have explain grant funding. **Decker** mentioned lottery dollars. Senior centers were discussed.

Gervasi brought up the upcoming budget and asked if Wednesday May 19th at 4 p.m. would work for every one for the first budget hearing. He explained the city will be having their meeting at 5:30 pm and that the city budget committee is also the TURA budget committee therefore it would be easiest to have the meetings on the same date. Consensus of the board was the May 19th date and time was fine. **Gervasi** also noted the final budget hearing is set for June 25th at 4:30 p.m. The budget can be discussed at the May 13th meeting. **Gervasi** will be the Budget Officer for the TURA. He and **Reeves** will prepare the budget and asked that the board get ideas and thoughts for line items to them. **Allen** asked about her position on the City budget committee and **Gervasi** explained that now that she is a member of the TURA board would no longer be a budget committee member.

Decker reported on the Streetscapes Committee meeting. The committee has made a decision on the litter cans and she showed the board what had been selected. The quote is for 10 cans for \$10,350 and the city has offered to drive to Vancouver to pick up the cans. The replacement of the cans, the reimbursement to the city for pickup and delivery and the power washing of the current cans were discussed. The placement of the new cans will have to be coordinated as they will require unloading and could require a fork lift. **Reeves** will contact the vendor and get the questions answered about whether the tops are hinged before placing any order for the litter cans. There was some discussion about the budget line for Streetscapes and the figures on the financial report regarding Capital Outlay. **Gervasi** will contact Baertlein and Phegley, CPA's and have them explain the questions brought up.

Reeves mentioned the next Streetscapes meeting is set for May 4th at noon and they will be doing a walk-about to determine placement of the cans.

- **Decker** made a motion to order 10 cans, Manor #2831-HT, which is a hamper top style, standard capacity, black color, for \$10,350. **Martin** seconded the motion. With no further discussion ayes were received by all board members present and the motion carried unanimously.

Decker noted the Streetscapes committee would like to request a larger amount in the line item for the 2010-2011 budget for projects. **Decker** also explained the committee will be working on several different types of façade loans or grants. This was discussed.

Weber reported that the city Beautification Committee was looking at playground equipment for Goodspeed Park. The set the committee is looking at would cost approximately \$80,000. **Ed**

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Armstrong, a member of the Beautification Committee, thought that if the TURA would dedicate a set amount of money, for example \$25,000, then the committee could approach other businesses and agencies to also donate to the project. **Armstrong** has a letter and list of donors he would use. **Weber** explained if 10 donors would contribute \$5,000 in addition to the TURA funding the playground equipment would be almost paid for. She noted the Beautification Committee would be pursuing this issue. **Allen** mentioned a plaque with the names of the donors could be installed on or near the playground equipment.

Hurd asked if there were any other concerns. **Reeves** mentioned she had received an email from the accountants regarding her question about mixing loan repayment funds with tax increment funds. She explained the **Janac** payments will be coming in shortly and she did not know how to handle the payments as far as where to deposit the payments. There is a share account at **TLC Credit Union** that is not being used that might work. This will be checked into further.

With no further business the meeting was adjourned by **Hurd** at 7:03 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman